



جامعہ ہمدرد

JAMIA HAMDARD

(Deemed to be University)

Accredited by NAAC in 'A+' Category

Hamdard Nagar, New Delhi-110062

Phone : 011-26059688 (12 Lines)

Website: www.jamiahamdard.edu

D. No. Estab./LD/2025/ 502

Date: 23 / 04 / 2025

OFFICE ORDER

Sub.: Guidelines for Duty Leave & Special Casual Leave (SCL) and Compliance- Reg.

All Faculty Members are hereby informed to apply for Duty Leave and Special Casual Leave (SCL) strictly in accordance with the provisions as defined under UGC Regulations on Minimum Qualifications for Appointment of Teachers and Other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 (UGC Regulations, 2018) as summarized below:

I. Duty Leave as per Clause 8.1 of UGC Regulations 2018:

- (i) Duty leave up to 30 days in an academic year may be granted for the following purposes:
 - a) Attending orientation/refresher courses, faculty induction programs, research methodology workshops, conferences, congresses, symposia and seminars as a delegate nominated by the university or with the permission of the university.
 - b) Delivering lectures at other universities/institutions upon official invitation received by the University, and accepted by the Vice-Chancellor.
 - c) Working in another Indian or foreign university, any other agency, institution or organisation, when so deputed by the university.
 - d) Participating in delegations or committees appointed by government or academic bodies.
 - e) Performing any other duty officially assigned by the university.
 - f) Duty leave is also applicable for attending meetings of bodies such as UGC, DST, or similar organizations where the teacher is invited to share their expertise.
- (ii) Duty leave may be granted on full pay, provided that if the teacher receives a fellowship or honorarium or any other financial assistance beyond the amount needed for normal expenses, he/she may be sanctioned duty leave on reduced pay and allowances.
- (iii) Duty leave can be combined with earned leave, half-pay leave, extraordinary leave, or casual leave.

II. Special Casual Leave (SCL) as per Clause 8.4 (II) of UGC Regulation 2018:

- (i) Special casual leave, not exceeding 10 days in an academic year, may be granted for:
 - a) Conducting examinations for a university, Public Service Commission, Board of Examination, or similar institutions.
 - b) Inspecting academic institutions attached to a statutory board.
- (ii) In addition:
 - a) Six working days SCL for undergoing sterilization operation under the family welfare program (vasectomy or salpingectomy).
 - b) 14 days SCL for a female teacher undergoing non-puerperal sterilization.
- (iii) SCL cannot accumulate, nor can it be combined with any other leave except casual leave. However, it can be granted in combination with holidays or vacations with approval.
- (iv) SCL are applicable for Permanent Teachers of the University.
- (v) In computing the 10 days, leave admissible, the days of actual journey, if any, to and from the places, where the activities specified above, take place, will be excluded.